



Case Manager Monitoring Schedule

It is your responsibility to submit by mail all required documentation, to the attention of your Case Manager at the Board office. If you are required to submit support group *Monthly Meeting Documentation/Sponsor Verification and/or Monthly Self Reports*, the documentation must be submitted to your Case Manager **by the 10th of each month.**

All other documentation required to be submitted, which may include, but not be limited to, *Counselor Evaluation reports, Work Performance Evaluations, Academic Performance Evaluations, and Probation/Parole/Drug Court Reports*, etc, must be sent to the attention of your assigned Case Manager by the 10th of the month as identified below:

Sandi Clark, RN, Case Manager

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by March 10th, July 10th and November 10th.

Melissa Haddaway, RN, Case Manager

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by April 10th, August 10th and December 10th.

Anna Marling, RN, Case Manager

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by January 10th, May 10th and September 10th.

Lisa Sosnin, RN, Case Manager

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by February 10th, June 10th and October 10th.

Rick VanCise, RN, Case Manager

Meeting documentation/sponsor verification and monthly self-report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole/drug court reports, work performance evaluations, are due by April 10th, August 10th and December 10th.

Please be advised that if you are required to submit payment for civil penalty, hearing fee and/or stenographic services, you must provide payment in the time frame as stated in your Agreed Order/Decision/KARE Program Agreement. If you are required to submit additional CE, CE must be obtained and submitted as stated in your Agreed Order/Decision/KARE Program Agreement.

Please note that it is your responsibility to review and be aware of the provisions in your Agreed Order/Decision/KARE Program Agreement and to notify your case manager of changes as required in your Agreed Order/Decision/KARE Program Agreement (i.e. change of employment, address, marital status, conviction, etc).

2/13/2014; 2/25/2015; 7/28/2015; 12/9/2015; 3/22/2016; 4/25/2016; 3/17/2017; 5/23/2017; 11/2/2017; 12/4/2017; 9/10/2018;
12/23/2019
jmc

10/12/2016
mmb